

Joint-Mission France

Foreign National Student Intern Program

Announcement



Open to: French National Students

Deadline to apply: At Least Six (6) Months Before Start Date

**Internship: Consulate General (CG)
Strasbourg, France**

Internship Description:

The Consulate General Strasbourg seeks a qualified intern to work with our Public Diplomacy Specialist to plan and implement public diplomacy programs and social media. Interns will help design and implement social media and public outreach campaigns on U.S.-French shared interests, including education, climate, and innovation. Interns will also assist the Consul General in analyzing and reporting developments in U.S.-France relations in the Grand Est region. The intern may accompany the Consul General to meetings and events to serve as a note-taker and prepare written reports.

Benefits: An internship does not open the right for salary payment, paid leave (annual or sick) nor employment. Local interns receive a 50% reimbursement for the purchase of a weekly/monthly/yearly public transportation pass (based on the full price tariff), as well as meal tickets for each day of presence.

Eligibility Requirements:

- Must be at least 18 years of age.
- Must have French nationality (double nationality welcome, as long as one is French)
- Must be currently enrolled in a university program in good academic standing and able to provide a certified transcript or other school records to verify academic standing.
- Must provide a “Convention de Stage” that includes medical insurance.
- Must provide a copy of official ID card.
- Must be able to receive a security certification.
 - * The internship may not start until the security certification is issued by the Regional Security Office.
- Must be able to receive a medical certificate from the student’s doctor stating “not contagious and apt to work”.
- Must meet the requirements of the advertised internship opportunity.

Hours: 35 hours a week, 7 hours daily Monday through Friday (French and American holidays off)

Internship dates: To be defined

Duration of this internship: Between six to eight (6-8) weeks

Description of Duties and Responsibilities:

- Monitor traditional and social media to assess local attitudes and write short reports on issues of interest to the Consulate General and current affairs in the Consular district.
- Assist the Public Affairs Specialist with the design, planning and implementation of public outreach events and exchange programs
- Research, draft and proof-read French language speeches for the Consul General and visiting diplomats.
- As required, accompany the Consul General to meetings and events and serve as a note-taker and photographer. As requested, prepare written reports on these meetings.
- Draft brief reports and/or social media posts, in both French and English, on Consulate General priorities and activities.
- As requested, conduct research on historical and or other topics related to U.S.-France relations
- Help plan Consulate visits outside Strasbourg and assist with official visitors to the Consulate General.

Required Skills/Qualifications:

1. Education:

- Must possess bachelor's degree or equivalent academic education

2. Language Proficiency:

- English (Writing-Reading-Speaking): Excellent Level. Must be able to read, analyze and draft documents in English.
- French (Writing-Reading-Speaking) native speaker

3. Other Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create basic spreadsheets using Microsoft Excel.
- Must be able to use Microsoft Outlook for e-mail messaging etc.
- Good interpersonal skills.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the following documents:

- A Curriculum Vitae (CV) in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your French ID card or passport

Submit application at least six (6) months prior to your internship period to:

ParisInternRecruitment@state.gov

Joint Mission France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.